

## **PHS THERAPIST CATEGORY LONG-TERM TRAINING INTRODUCTION, FREQUENTLY ASKED QUESTIONS AND RECOMMENDATIONS**

### **Introduction to long-term training**

Long-term training consists of all units or courses in a planned educational program leading to an academic degree, whether taken full time, part-time, continuously, or intermittently. This may include internships and residencies. Academic degrees must be the secondary purpose of an officer's training. The principal reason for the training must be to benefit the PHS. Most long-term training is extramural, that is, training obtained outside the PHS.

Currently there is no central or agency funding for extramural long-term training of USPHS physical or occupational therapists, speech-language pathologists or audiologists to obtain advanced degrees or certificates of any kind. However, long-term training for members of the therapist category is possible. Any officer interested in long-term training must be proactive in his/her search to create such opportunities.

All long-term training requests for the next academic year are due in OCCO by March 31. Applications will be accepted after March 31 only if the officer's OPDIV or Program submits a memorandum of justification for late submission. A memorandum is sent annually to all Agency/OPDIV/Program Commissioned Corps Liaisons and Professional Advisory Committee Chairpersons. It describes the application process and deadlines date for processing long-term training applications. Officers are responsible for the initiation of long-term training requests.

Officers may participate in long-term training programs administered by the Uniformed Services University of the Health Sciences (USUHS) in Bethesda, Maryland. Eligibility criteria for medical and non-medical students are described in INSTRUCTION 3, Subchapter CC45.2, "Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)," of the CCPM. See CCPM web page at <http://dcp.psc.gov/navigati.asp>.

An officer should collect information on the school, the curriculum, qualifications, tuition and registration and then discuss the plans with their supervisor and program. If approval is granted, the officer should start preparing the necessary paperwork

### **FREQUENTLY ASKED QUESTION**

#### **Who should attend long-term training?**

- All therapist category officers are encouraged to attend any long-term training that will benefit your career and the Commissioned Corps. Remember that Therapy Precept number 2 contains a benchmark for an advanced degree in order to obtain 05 and 06.

### **Who pays for my long-term training?**

- The PHS has no central funding for long-term training.
- In some instances the supporting service unit has continued to pay the officer's salary while in long-term training. In other instances the officers have funded the training themselves and simply had permission to attend long-term training a certain number of days per year.
- Officers have also attended training on their own time at their own expense with no incurred time payback to the PHS.
- You are highly encouraged to obtain, at your own expense, any long-term training that will benefit your career and the Commissioned Corps.
- Officers who are signed up for the GI Bill should consider using the benefit for long-term training. See the GI Bill web page at Welcome to the GI Bill Web Site.

### **Who at DCP is the contact for issues related to long-term training?**

- Betsy Darracott, Human Resource Specialist  
Training/Licensure Project Officer  
Office of Commissioned Corps Operations/DCCOS  
1101 Wooten Pkwy/Plaza Level/Suite 100  
Rockville, MD 20852  
(240) 453-6037 fax (240) 453-6142  
Email: HELEN.DARRACOTT@hhs.gov  
Division of Commissioned Corps Training And Career Development (DCCTCD)

### **What paperwork do I need to complete?**

You will find the forms that you need to fill out on the DCP forms page under the training section: Government, Agency, and DCP Official Forms.

- Extramural Training Agreement – PHS 6373
- Training purposes and objectives
- Application for Training PHS 1122-1
  - Sign-offs needed
- Medical History Form DD-2807-1
- PHS 1662

### **What is the time payback to the PHS for long-term training?**

- There is currently a 2 for 1 payback to the PHS for funded full-time training over 3 months duration. See [http://dcp.psc.gov/PDF\\_docs/phs6373.pdf](http://dcp.psc.gov/PDF_docs/phs6373.pdf) for more details related to full and part-time training.

**When is the long-term training application due?**

- All long-term training requests for the next academic year are due in OCCO by March 31

**Where do I send the paperwork?**

The training application and supporting documents must be forwarded in the following general order for signatures:

- Your supervisor
- Service unit CEO
- Area Director (May be sent through your Commissioned Corps Liaison)
- Betsy Darracott, Human Resource Specialist, OCCO
- Director of OCCO has final approval

**How do I get started in obtaining long-term training?**

- Demonstrate to your supervisor and service unit management how sending you to long-term training will benefit the department, service unit, area and agency  
Without supervisory support it will be very difficult to obtain long-term training
- Fill out the appropriate paperwork and submit it to the appropriate people within the required timeline

**Recommendations:**

- If you are denied funding buy your Op Div, consider paying for the training yourself
- Maintain open and constant communication with the people within the personnel in DCCTCD who are handling your application
- Ask other officers who obtained long-term training about the process
- Be flexible and willing to think out of the box
- Count on roadblocks but be persistent

**PHS THERAPIST CATEGORY LONG-TERM TRAINING  
CHECK LIST FOR REQUIRED DOCUMENTS AND APPROVALS**

**Required Documents:**

- ☐ Extramural Training Agreement – PHS 6373
- ☐ Training purposes and objectives
- ☐ Application for Training PHS 1122-1
  - o Sign-offs needed
- ☐ Medical History Form DD-2807-1
- ☐ PHS 1662

**Required Approvals:**

- ☐ Your supervisor
- ☐ Service unit CEO
- ☐ Area Director (May be sent through your Commissioned Corps Liaison)
- ☐ Betsy Darracott, Human Resource Specialist, OCCO
- ☐ Director of OCCO